



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Manager I (Specialist)

Statewide

**Location:** Administration and Disbursements Division  
300 Capitol Mall, Suite 634, Sacramento, CA 95814

**Issue Date:** February 9, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Tom Yowell, (916) 322-5320

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-120-4800-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by the Staff Services Manager II (Budget Officer), the incumbent is responsible for developing, analyzing, allocating, and monitoring the State Controller's Office (SCO) budget, the budget for the California Institute of Regenerative Medicine (CIRM), and the budget for the California Senior Legislature (CSL). Serves as a highly skilled, independent consultant and principal staff supporting all budgetary issues for the CIRM and the CSL. These departments rely heavily on the budgetary expertise provided by the incumbent in making budget-related program and policy decisions. Specific duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Provide budgetary oversight and technical support for assigned departments/agencies, such as the CIRM, CSL and the SCO when required; serve as principal staff and/or consultant to the non-SCO departments; function as a highly skilled, independent consultant with the ability to act authoritatively on the behalf of these entities; provide recommendations for funding issues and program changes based on various budget related issues.
- In an advisory and oversight capacity to divisions and executive management, provide advice to avoid errors which could expose the department(s) to criticism from the legislature and seriously restrict the operations and flexibility of the department(s); appropriately coordinate compilation and dissemination of sensitive and confidential program information; provide policy direction on allotment issues and the distribution of annual funds to fulfill program needs.
- Prepare all required documents for the annual Governor's Budget proposal including the Budget Galley, Salaries and Wages (7a), Equipment, OE & E, Reimbursement Schedules, etc.
- Function as a liaison with the Department of Finance (DOF) with authority to make decisions within the parameters of the Budget Officer; prepare responses to various budget letters as required, which includes retirement drills, general salary increases, prorate/SWCAP, reduction drills, etc.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Monitor assigned department's (or CIRM/CSL's, as assigned) current year budget and develop quarterly and year-end expenditure projections by division; compile and summarize projection data for senior level managers; provide oral presentations; track expenditures by line item for operating expense and personal services; prepare fiscal reviews; compile past spending patterns against current needs; reconcile appropriations by expenditure category for different funds; prepare revenue reimbursement forecasting and financial analysis to project future departmental needs; provide presentation of findings to executive management, DOF and legislative consultants.
- Provide departmental oversight relative to reimbursement activities; prepare various analyses to ensure program needs are met and to determine whether charges are reasonable.
- Oversee preparation of and/or edit all departmental Budget Change Proposals (BCP's) to ensure that each proposal contains proper and sufficient workload justification to support the request; analyze BCP's for conformity with the Department's and the State's policies and procedures; ensure the DOF requirements are being met; make recommendations and provide pertinent information and guidance relative to budgetary concerns to Executive staff on all BCP's.
- Develop, utilize, and maintain documentation and/or system information to provide the necessary controls and data; prepare the appropriate documentation for program changes, which includes the fiscal analysis and justification for the budget revisions and evaluation of division needs.
- Review legislation to determine fiscal impact and provide relative analysis to the assigned department.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Administration and Disbursements Division  
300 Capitol Mall, Suite 634  
Sacramento, CA 95814

Attn: Tom Yowell